

WORCESTER COUNTY GOVERNMENT
is currently accepting applications for the position of:

Judicial Administrator

Circuit Court

An Equal Opportunity Employer

OPENING DATE: March 1, 2021

CLOSING DATE: March 31, 2021

JOB SUMMARY:

Essential personnel subject to being on-call: Exempt (Non-classified); Full-time; Monday-Friday; full County benefits.

This professional position is responsible for managing and directing all aspects of non-judicial court administration and support activities for the Worcester County Circuit Court. This includes Circuit Court personnel administration, budget preparation and monitoring, fiscal planning and reporting, purchasing, space planning, record keeping, security/emergency preparedness, and special projects. Supervision is given to Circuit Court staff. Direction is received from the Circuit Court Judges with supervision from the Administrative Judge.

Pursuant to **Section 2-501 of the Courts and Judicial Proceedings Article of the Annotated Code of Maryland**, this position is an appointed position that serves at the pleasure of the Circuit Court Judges and reports directly to the Administrative Judge.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Any single position may not be assigned all duties listed above, nor do the examples cover all duties that may be assigned.

QUALIFICATIONS AND REQUIREMENTS:

B.S. or B.A. degree from an accredited college or university and a minimum of six years of substantial administrative and/or management responsibility in the public or private sector with court experience preferred. Additionally, years of work experience may be able to be substituted for educational requirements.

Preference may be given to applicants having an in-depth understanding of the operations of a court system, completion of the Institute for Court Management's certificate programs, and/or a working knowledge of a wide variety of computer platforms including A/V interfaces, Zoom for business, Polycom, Skype for Business and Odyssey Navigator(MDEC).

Preference may be given for a master's degree in public/business administration, court administration and/or experience in security and emergency management, to include continuity of operations planning.

ESSENTIAL DUTIES AND JOB RESPONSIBILITIES

- Develop, implement and administer policies for the bench of the court.
- Hire, supervise, discipline and evaluate non-judicial staff.
- First line Fair practices Officer for the Court.
- Approve time sheets in county and judiciary formats.
- Formulate, prepare, administer and monitor the court's budget and financial matters.
- Manage the operations of court facilities, to include security needs, COOP emergency planning and maintenance projects.
- Monitor and supervise the observance of case processing standards and related reporting programs to the Administrative Office of Courts.
- Coordinate construction/ maintenance projects that impact circuit court work with state, county and federal agencies.
- Develop, implement and monitor programs that improve efficiency and service.
- Evaluate the opportunities for technologies that create efficiency and accuracy of the court record. Access audio and video emerging technologies and present for review and purchasing.
- Oversight of the jury management system.
- Managing physical space to assure access to all citizens (ADA), evaluates adequate and safe work environments for staff.
- Reviews legislation and other trends, issues and technologies that may affect the local judiciary and develop or recommend plans to assist the court to adopt, change, or otherwise respond appropriately.

KNOWLEDGE, SKILLS AND ABILITIES:

- The person suited for this position should possess excellent organizational and customer service skills, the competence and temperament to communicate effectively with the legal community, court personnel and the general public in a fast paced environment. Strong human resource management skills are required.
- Public speaking and strong communication skills and an even temperament are high priority for this position.
- Thorough knowledge of the principles of modern court administration and proven experience in managing a complex organization.
- Extensive knowledge of the legal and criminal justice system rules, applicable laws, policies and procedures.
- Extensive knowledge and experience in budget preparation, fiscal management, and grant programs.
- Knowledge of generally accepted accounting and bookkeeping principles.
- Knowledge of supervisory and employee management principles with the ability to effectively assign, follow-up and supervise the work of others.
- Skill in mentoring, assigning and training employees with varying educational backgrounds.
- Computer training or experience enough to effectively utilize word processing, financial and data management software and equipment.
- Strong and accurate clerical and record-keeping skills with ability to effectively perform in a fast-paced work environment.

- Ability to develop and maintain effective working relationships with elected officials, co-workers and the general public.
- Strong and effective spoken and written (English) communication skills, including public speaking skills and the ability to prepare and present clear, accurate reports.
- Ability to effectively manage multiple projects, organize work, determine priorities and complete assigned duties with minimal supervision.
- Ability to work with sensitive information and maintain appropriate confidentiality
- Ability to make independent decisions in dealing with the public, employees, stakeholders.
- Some knowledge of construction and repair methods.
- Oversees the safety programs, procedures, training, fire drills, COOP plans, etc.
- Ensures confidentiality of information and records and complies with record retention schedule

PHYSICAL REQUIREMENTS

- While working this position, the employee sits for long periods of time, walks frequently, reaches and lifts up to thirty pounds and performs repetitive motions. The position requires stooping, lifts, pushes up to and over 40 pounds.
- The position rarely drives but when required must attend meetings in other parts of the state.
- Most of the time is spent indoors, rarely outside.

ADDITIONAL INFORMATION

- This is a judiciary position, funded by county funding which is subject to the personnel policies and procedures adopted by the court.
- Must have the ability to provide own transportation to meetings, seminars, etc.
- Available for varied work hours as needed for court, emergencies, meetings, etc.
- Required to submit a financial disclosure statement and subject to the Maryland state ethics commission.
- A pre-employment background investigation and drug test may be required.

For consideration of hire, please send resume and cover letter and complete a Worcester County application form available online: [Worcester County Employment](#), Mail to: Department of Human Resources, Worcester County Government Center, Attn: Ann Hankins, 1 West Market Street, Room 1301, Snow Hill, MD 21863, fax: 410-632-5614, or e-mail: ahankins@co.worcester.md.us.